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Approved For Release 2003/09/03 : CIA-RDP33-02415A000400050042-5

SPECIAL HANDLING

ANNEX A

CONFIGURATION CONTROL BOARD

I. PURPOSE

The purpose of this Configuration Control Board is to insure, expedite, and formalize coordination between the Director, Special Projects and the Central Intelligence Agency concerning the activities and changes which affect the payload, the on-orbit operation of the payload and the content of the final product.

II. MEMBERSHIP

The Configuration Control Board will be constituted from representatives of the participating organizations. The chairman will be appointed by the Director, Special Projects. The membership of the board shall include an individual representing payload technical considerations, an individual representing mission planning and orbital operations, and an individual representing the using community.

III. RESPONSIBILITIES

The Chairman of the Configuration Control Board is responsible for all their technical decisions and/or recommendations of the Configuration Control Board. The chairman must inform the other members of the board of proposed operational or configuration changes and obtain their concurrence or objections before submitting these changes for implementation. The other members of the board are responsible for recommending those changes in their particular areas of interest which will improve the performance, reliability or operational results from their viewpoint and for coordinating these proposed changes with their respective activities.

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SPECIAL HANDLING

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TS #L-0001

Copy 2 of 4

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IV. PROCEDURE

Configuration Control Board meetings will be held at approximately one month intervals or as required to review progress results and proposed changes. Formal Configuration Control Board coordination will normally be accomplished at these meetings. This coordination may be accomplished by signature on appropriate documents such as memorandums, letters, and minutes of the meeting or technical directives. These proposed changes will then be submitted for approval in accordance with the agreements contained in the basic document.

TS #L-0001
Copy 2 of 4
Page 9 of 15